



New PTI Action Items

Once you receive your PTI appointment letter:

- Complete the [Personal Information Form](#) and return to the Human Resources Service Center. A Service Center Representative will send your Syracuse University ID number (SUID) to you.
- Contact your department chair and administrator to coordinate your classes, syllabi, and related details.
- Forward your SUID number to your department administrator. This number is necessary for your administrator to enter your appointment into the payroll system, triggering access to other systems, as well.
- Most online systems use your Syracuse network account, (NETID). In order to [activate your NETID](#) you must have your SUID number. When you activate your NETID, your Microsoft Exchange email account will be created. You can use Outlook Web Access at <http://exchange.syr.edu> to access your Syracuse email until your computer is set up.
- To obtain a parking permit: log in to [Myslice](#) with your NETID and pay for your parking permit under the Parking and Transit Services link. Visit [Parking Services](#) at 621 Skytop Road, Suite 190 to pick up your permit.
- Complete the Employee Eligibility Verification [\(I-9\)](#) at [Human Resources](#), 101 Skytop Office Building.
- Complete the [W-4 Tax Withholding](#) at [Human Resources](#), 101 Skytop Office Building.
- Obtain an SU Identification Card from the [Office of Housing, Meal Plans and I.D. Card Services](#) at 202 Steele Hall.
- Set up direct deposit payroll payments: login in to [Myslice](#) with your NETID and enter your bank routing and account numbers under the “Employee Services” header and select the “View/ Update My Direct Deposit”. (This may take two weeks to update.)